



City of San Diego  
Development Services  
1222 First Ave., MS-401  
San Diego, CA 92101

# Request for Temporary Certificate of Occupancy

**FORM**  
**DS-6004**

**March 2018**

Complete this form to request a temporary certificate of occupancy, attach all documentation, and pay fees online from a personal device, or in person at the Development Services office at 1222 First Avenue, San Diego, CA, 92101. (See Information Bulletin 585 for additional information).

## Section I: Building Information

Project Address: \_\_\_\_\_

Project Number: \_\_\_\_\_ Approval Number: \_\_\_\_\_ Date: \_\_\_\_\_

List all remaining work under this permit to be completed prior to issuance of Certificate of Occupancy:


## Section II: Applicant Information

I certify that the building or portion of the building subject to this request can be occupied safely. I understand that should the above work not be completed and inspection approval not obtained within the time limit granted, the City will issue a notice of violation to cease the unlawful occupancy of the building or portion thereof that has been occupied per the approval of this request.

All work will be completed and I will request the final inspection by \_\_\_\_\_.

The undersigned requests a temporary certificate of occupancy.

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

<u>Approval Type</u>	<u>Status</u>	<u>Approval Type</u>	<u>Status</u>
<input type="checkbox"/> Building _____		<input type="checkbox"/> Electrical _____	
<input type="checkbox"/> Mechanical _____		<input type="checkbox"/> Fire Suppression/Sprinkler _____	
<input type="checkbox"/> Plumbing _____		<input type="checkbox"/> Fire Alarm _____	
Request for Temporary Certificate of Occupancy:		<input type="checkbox"/> Approved for _____ days	<input type="checkbox"/> Denied
Reason for Denial: _____			
City Staff: _____		Date: _____	